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Montana
Office of Public Instruction
Denise Juneau, State Superintendent

School Finance



Important Reminder

Trustee Financial Summary Report and Final Adopted Budgets are due to OPI ***on or before September 15.***

OPI contact: Dennis Clague, (406) 444-1960 or dclague@mt.gov.

FP-14/14A Tuition Claims

Enter *Days Enrolled* for all claims ***submitted and approved*** for the 2013-14 school year in MAEFAIRS under State Paid Tuition. *Days Enrolled* in MAEFAIRS will be compared to, and verified with, *Days Enrolled* in AIM (the state student information system). Districts have until June 2015 to send claims for the 2013-14 school year to OPI for approval. Please note, claims will not be paid until *Days Enrolled* are entered and the claim is submitted.

OPI contact: [Nicole Thuotte](#), (406) 444-4524

Fall Student Count for ANB

The official fall count day is Monday, ***October 6, 2014***. MAEFAIRS Student Count for ANB must be submitted no later than ***October 17, 2014***.

The following resources are located on the OPI website:

- ANB Memo: [CLICK HERE](#)
- Reporting Instructions: [CLICK HERE](#)
- Step-by-Step Student Count for ANB Instructions: [CLICK HERE](#)

Extenuating circumstances for students who will be gone 10 days prior to the count date, but which would support a variance should be submitted to the OPI ***prior*** to the official enrollment count date for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.

Questions:

- For MAEFAIRS questions, or to correct data once it has been submitted, please contact Nica Meralo at (406) 444-4401 or nmerala@mt.gov.
- For AIM questions, including how to correct student information in order to be included in the MAEFAIRS Student Count for ANB, please contact the AIM Helpdesk at 1-877-424-6681, or locally at (406) 444-3800 or opiainhelp@mt.gov.

Reporting American Indian Students

Students identified as American Indian in the AIM system at the time the data is imported into the MAEFAIRS fall count will generate funding for the Student Achievement Gap (SAG) payment in the ensuing year.

School district business managers/clerks should verify that the *Students Imported From AIM In SAG Report* located in the MAEFAIRS system accurately reports the number of American Indian students enrolled in the district. If the report is not correct, please contact Nica Meralo at (406) 444-4401 or nmerala@mt.gov to make the necessary changes.

Pursuant to ARM 10.21.205, changes to this designation will not be accepted after **December 31**.

TRANSPORTATION

TR-4 Individual Transportation Contracts

By October 1, the county superintendent must log in to the Pupil Transportation application and electronically acknowledge receipt of FY2014-15 TR-4 Individual Transportation contracts received from the school districts. The county superintendent must also authorize contracts for which the county transportation committee has approved increased payment due to isolation.

OPI Contact: Donell Rosenthal (406) 444-3024 or drosenthal@mt.gov

FY2014-15 1st Semester TR-13 Bus Inspections

School buses used to transport students must pass inspection conducted by the Montana Highway Patrol within 30 days prior to the beginning of the first semester. Buses that fail inspection, must be re-inspected before they can operate on a route.

Pre-filled TR-13 bus inspection forms may be printed from the Pupil Transportation application.

OPI contact: Donell Rosenthal, (406) 444-3024 or drosenthal@mt.gov

Bus Driver Training Requirements – 10 Hours per Year

Standards adopted by the Board of Public Education in 2012 require a minimum of 10 hours of training for school bus drivers, including substitute bus drivers, each year. Each district must design and implement a training program using the guidelines and requirements found in the 2012 Montana School Bus Standards located at the following link: [CLICK HERE](#)

The OPI has a variety of videos on bus driving techniques and bus safety issues that are available for districts to use. A list of the training videos is located at the following link: [CLICK HERE](#)

OPI contact: Donell Rosenthal, (406) 444-3024 or drosenthal@mt.gov

Bus Driver Qualifications Amendment to ARM 10.64.201 and 10.7.111

OPI has amended and adopted Administrative Rules of Montana 10.64.201 and 10.7.111, pertaining to School Bus Driver Qualifications.

Effective August 8, 2014, drivers are required to obtain CPR instruction in conjunction with their CDL, First Aid, and Medical Certification. CPR instruction must be signed by a certified instructor, and be received after an initial in-person training of at least four hours. Newly hired bus drivers are required to pass a name-based, or fingerprint-based, criminal background check prior to employment with a school district or contractor.

The OPI recognizes that complying with the August 8, 2014, effective date for the Bus Driver Qualifications may be difficult and create a hardship to districts. Therefore, a 60 day grace period has been granted to districts. Districts must comply with the requirements no later than ***October 31, 2014***. Districts that have not met the requirements by the end date of the grace period will not be eligible to receive their full state and county transportation reimbursement.

The bus driver certificate forms (TR-35) are provided electronically by the Superintendent of Public Instruction. As in the past, the district must input all necessary documentation into the Pupil Transportation application, which generates the completed certificate. Only authorized users will be able to enter and update driver information. (User name and password are required). The chairperson of the board of trustees must sign the certificate. The district retains a copy of each bus driver's

certificate, provides a copy to the bus service contractor, if applicable, and files a copy of the certificate with the county superintendent. The bus driver is also given a copy and it *must* be carried at all times while driving a school bus.

For more information, a Questions & Answers (Q&A) document has been posted to the Pupil Transportation website at the following location: [CLICK HERE](#)

OPI contact: Donell Rosenthal, (406) 444-3024 or drosenthal@mt.gov

TEAMS UPDATES

TEAMS is now partially open. The SEID Generator, Employment and Professional Licensure screens are available for data entry. These screens require the Authorized Representative or Human Resource security role to access and edit the data. If an update to TEAMS access is needed, the Authorized Representative must complete a [TEAMS Security Form](#) and send it to the OPI at OPITEAMS@mt.gov.

SEIDs Generation

All school employees must have a School Employee ID (SEID). For many districts, generating SEIDs is an important part of the process to entering a new employee in the district's HR system. If your district has hired any new employees since January and they need an SEID, contact the OPI Help Line (OPITEAMS@mt.gov) for instructions explaining how SEIDs can be generated. Once the 2014-2015 TOE data collection opens, districts will be able to generate SEIDs through TEAMS again.

Work Sessions

The OPI is providing TEAMS work sessions this fall. During these sessions, participants will bring and enter their own data into TEAMS, with face-to-face assistance with OPI staff. Registration is required for the work sessions, and due to space limitations, attendance is limited to two people per school system. More information can be found on the [TEAMS Help Page](#).

OPI contact: [TEAMS Help Line](#), (406) 444-9444

Title I, Part D, Subpart 2 Program Funding Increase

The Title I, Part D, Subpart 2 Program, which provides grant funds to districts serving students in detention facilities and group homes for delinquent youth saw an overall increase of nearly \$140,000 in program funds. This funding increase is due to increased technical assistance both from the OPI and from local districts resulting in greater accuracy of resident student counts by local group homes. In response, the OPI has increased funding from five districts in the 2013-14 school year to ten districts for

the 2014-15 school year. The following districts will receive grant funds based on the total number of group home residents reported in October of 2013; Great Falls - \$93,461, Missoula - \$73,055, Billings - \$46,205, Flathead HS - \$42,983, Anaconda - \$39,761, Jefferson HS - \$22,577, Boulder Elementary - \$16,133, Ronan - \$8,615, Bozeman - \$8,615, Hamilton - \$8,615.

OPI contact: [Heather Denny](#), (406) 444-2036

Cooperative Purchase Program

The Fall 2015 cooperative bid was awarded to Food Services of America (FSA). All participating sponsors have been emailed a price list. The first round of deliveries begins August 25th and ends on September 11th. An FSA representative will contact schools prior to the first delivery. Schools can expect the second, third and fourth deliveries to continue approximately every four weeks after the first delivery.

Please check invoices carefully and submit payment to FSA within 30 days of receipt. An administrative fee of three percent of the total invoices for Fall 2015 will be charged to each participant in November and payment needs to be made within 45 days to the OPI Cooperative Purchasing Program.

The Winter 2015 cooperative bid will open the middle of November and will remain open for approximately three weeks. This bid will be for deliveries January through May 2015.

OPI contact: [Cindy Giese](#), (406) 366-9829

Traffic Education 2014 Reimbursement \$97.22 per student

The 2014 Traffic Education (TE) Reimbursement was disbursed to county treasurers in early August. The OPI distributed \$825,000 from driver license fees to 138 school districts offering state-approved Traffic Education programs. During the 2013–2014 school year 8,486 students completed traffic education. District costs were partially offset by state reimbursement amounting to \$97.22 per TE student.

Visit the OPI's [Traffic Education web page](#) for forms, reports, and a listing of approved traffic education programs as well as the standards and requirements for running a successful traffic education program. Click on Traffic Education Reports to see all disbursements made by District and by County.

Please remember: TE01 Program Applications must be submitted and approved before the start date.

OPI contact: [Fran Penner-Ray](#), (406) 444-4396

MASBO Veteran Clerk Workshop

The Montana Association of School Business Officials (MASBO) is offering a two-day seminar on September 11th and 12th for district clerks/business managers or other business office personnel with 5 or more years of experience in school finance, budgeting and accounting. The seminar will be held at the MTSBA Building -4th floor, 863 Great Northern Blvd., Helena, MT.

Online registration is available at the following link: [CLICK HERE](#)

For more information, please visit the MASBO website at the following link: www.masbo.com or contact Marie Roach at mroach@masbo.com or Denise Williams at dwilliams@masbo.com or call (406) 442-5599.

Montana Conference of Education Leadership (MCEL)

The 2014 Montana Conference of Education Leadership (MCEL) will be held in Billings on October 15th – 17th at the Holiday Inn Grand, 5500 Midland Road, Billings, MT and the Billings Hotel and Convention Center, 1223 Mallowney Lane, Billings, MT. An agenda, session descriptions, on-line registration and hotel information is located on the MCEL website at: www.mcel.org

Useful Links

State Entitlement Payments to Schools: [CLICK HERE](#)

School Accounting Manual: [CLICK HERE](#)

Forms and Publications & Tuition: [CLICK HERE](#)

Pupil Transportation: [CLICK HERE](#)

Student Count for ANB: [CLICK HERE](#)

Audit Information: [CLICK HERE](#)

OPI Calendar: [CLICK HERE](#)

epOPI School Finance Division

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